

SAMPLE structure of a 4-hour training module for Project Management

Each 4-hour module will cover 2 “topics” in project management competencies, depending on Client’s needs. A sample module structure is shown below:

Item	Description	Duration
Introductions	<ul style="list-style-type: none"> Instructor & participants Module learning objectives, agenda and structure Topics – why are they important; how they fit in overall project management processes and competencies; their relevance to the participants’ role (executive, project manager, or team member) Ground rules, logistics, etc. 	20 minutes
Topic 1	<ul style="list-style-type: none"> Overview, real life examples of problems and best practices, review of brief pre-session readings* 	30 minutes
	<i>Break</i>	10 minutes
	<ul style="list-style-type: none"> Hands-on group / paired exercise using a case study, with support from Credens instructors 	30 minutes
	<ul style="list-style-type: none"> Credens-led review of group / paired exercise, and lessons learned 	25 minutes
	<i>Break</i>	10 minutes
Topic 2	<ul style="list-style-type: none"> Overview, real life examples of problems and best practices, review of brief pre-session readings* 	30 minutes
	<ul style="list-style-type: none"> Hands-on group / paired exercise using a case study, with support from Credens instructors 	30 minutes
	<i>Break</i>	10 minutes
	<ul style="list-style-type: none"> Credens-led review of group / paired exercise, and lessons learned 	25 minutes
Integration and Wrap	<ul style="list-style-type: none"> Credens-led review of linkages between the topics, and how they fit within the Client’s project management strategy and processes Credens-led discussion of how the topics could be integrated in daily operations of the participants 	20 minutes

* Participants will be provided brief readings in advance, and will be expected to complete them before coming to the session. They will be requested to send an acknowledgement that they have completed the readings before the session (to be facilitated by Client or Credens). Non-completion of readings in advance will hinder achieving the learning objectives of the module.